

Dear Charlestown Families and Staff,

Your PTO welcomes you to the 2020-21 school year!

Through the efforts of the PTO, our students are provided many educational programs such as field trips, assemblies, visiting authors, outside artists, science fair and many others. We sponsor Charlestown community events throughout the year like the Halloween Parade, Spring Fair, and Field Day. The PTO also offers support to the school and its staff and shares important information to the Charlestown Elementary parent population. In addition, the PTO contributes to the community via scholarships and through donations of financial resources to educational and cultural programs, the district dental clinic and community outreach opportunities.

We are able to provide all of these programs and activities due to the efforts of our wonderful volunteers! Please consider volunteering in the classroom or on one of our many committees. Every volunteer has a gift to share. The gift of time is most appreciated and the children benefit from having a strong home and school partnership.

On this website, you will find a list of all PTO supported activities, events, and fundraisers. You will also find a list of our Committee Chairpersons, a copy of our bylaws, and our budget for the current school year.

Our executive board is committed to complimenting the quality of education for our children. With your help, we can enhance the environment in which our children learn and grow. Please feel free to contact any of the executive board members and committee chairpersons with your thoughts, comments, concerns and most importantly, your willingness to volunteer throughout the year.

Together, we can make a difference!

Respectfully,

Jenn Tshudy, President
Michelle Clymer, 1st Vice President
Megan Charlton, 2nd Vice President
Melissa McAndrews, Treasurer
Erica Kowal, Assistant Treasurer
Courtney Grady, Technology and Social Media Manager
Whitney Kau, Recording Secretary
Cindy Parthmer, Corresponding Secretary

The contents of the Charlestown Elementary School PTO Directory are intended for the social convenience of parents, students and faculty. Other uses are strictly prohibited.

Great Valley School District 2018---2019

Administrative Personnel

Regina C. Speaker Palubinsky, Ed.D.
Robin Koslo---Stahl, Ed.D.
Daniel Goffredo, Ed.D.
Jennifer A. Blake

Dolores D'Amore
Mike Detwiler
Charles E. Linderman, RSBA
Nicole Melia
Joanna Wexler, Ed.D.
Stephen O'Toole

James Abraham

Administrative Office

Great Valley School District
47 Church Road
Malvern, PA 19355
610---889---2100

Great Valley High School

225 North Phoenixville Pike
Malvern, PA 19355
610---889---1900
Principal – Michael Flick
Asst. Principal --- Marshall Hoffritz
Asst. Principal – Heidi Capetola

Great Valley Middle School

225 North Phoenixville Pike
Malvern, PA 19355
610---644---6440
Principal – Edward Souders, Ed.D.
Asst. Principal – Amanda Pierce

Charlestown Elementary School

2060 Charlestown Road
Malvern, PA 19355
610---935---1555
Principal – Christopher Pickell

610 889-2125

x52112 District Superintendent
x52116 Asst. Superintendent (Elementary)
x52158 Asst. Superintendent (Secondary)
x52305 Director of Communications &
Outreach
x52142 Accounting – Tax Questions
x52132 Director of Transportation
x52123 Director of Business Affairs
x52135 Supervisor of Food Service
x52113 Director of Special Education
x51973 Director of Technology,
Accountability, & Enrichment Programs
x 52136 Supervisor of Buildings and Grounds

K.D. Markley Elementary School

354 Swedesford Road
Malvern, PA 19355
610---644---1790
Principal – Victoria Morris

General Wayne Elem. School

20 Devon Road
Malvern, PA 19355
610---647---6651
Principal – Bonnie Citron

Sugartown Elementary School

611 Sugartown Road
Malvern, PA 19355
610---699---1500
Principal – Karen Schneck, Ed.D.

Charlestown Staff 2018/2019

AREA	NAME	Rm#	Ext. #	AREA	NAME	Rm#	Ext. #
Principal	Pickell, Chris		10201	Main Office	Regan, June		10202
					Aker, Nancy		10200
KA/KP	Paraschak, Jessica	24	10424		Conlow, Colleen		10200
K-GB	Chrissy Rolling	16	10416				
				Support Staff	Awilda Germer-Reyes		
1	Gronwaldt, Donna	22	10422		Sue DeBoard		
1	King, Courtney	19	10419		Melissa Bush		
1	Matuza, Jen	21	10421		Mc Carthy, Dorothy		10401
					Coleman, Aniqua		
2	Lloyd, Heather	18	10418		Cummings, Stephanie		10415
2	Marchese, Marisa	17	10417		Cruz, Andrea		10415
2	McFarland, Shannon	20	10420		Togni, Jenna		10415
					Moore, Miranda		10415
3	Doyle, Ellie	4	10404		Cates, Joanie		10415
3	Vogt, Chris	5	10405		Pilot, Erin		10415
3	Goldstein, Rob	3	10403		Langan, Erin		10415
					Johnson, Meghan		10415
4	Gleason, Jen	11	10411		Bennett, Desmond		10415
4	Himmelberger, Jamie	12	10412		Victoria Lathrop		
4	Youk, Jessica	8	10408		Cindy Shanks		
					Hannah Westfall		
5	Cooper, Shana	10	10410				
5	Mariani, Michelle	9	10409	Maintenance Off	Stauffer, Herb		10436
5	Shock, Jessica	6	10406	Maintenance Off	Dutter, Bob		10436
				Maintenance Off	Shoemaker, Karl		10436
LS	Akers, Tina	1	10401	Cafeteria	Spiker, Janine		10435
LS	Caffey, Amanda	7	10407	Cafeteria	Shaw, Nancy		10435
MDS	Guld, Colleen	15	10415	Cafeteria	Montgomery, Rob		
				Cafeteria	Pavlik, Margie		10435
Gifted	Michelle Hanna	14	10414				
Psych	Izard, Christine	IPC-RM42	10432				
Guidance	Uhrich, Katy	128	10204		SERVER ROOM		10437
Rdg Spec		145	10431		SCIENCE LAB		10402
STEAM	Brook, Abrahams	COM LAB	2046		FACULTY ROOM		10435
Nurse	Rogan, Tami	129	10206				
Library	Schildknecht, Carrie	112	10207		SERVER ROOM		10437
Library	Hoyt, Audrey	112	10207		TECH SUPPORT-DO		52170
PE	Meiswich, Steve	Gym	10428		WORKROOM	41	10438
Art	Paige O'Keefe	Art	10427		Warwick, CT	13	10413
Art	Kate Regula	Art	10427		Warwick-Main		610 363-8184
Music	Abrahams, Brooke	108	10425				

Strings	Deminski, Joy	106	10439		KRAPF Bus Garage		610 917-8660
Speech	Brown, Thomas	IPC 1 st /2 nd	10429		NORCROSS Van		610 647-5485
OT	Jacques, Mary	144	10444				
ESL	Alie McBrearty	IPC- RM152	10433		Phone America		610 296-2850
SS	Rees, Kim						
PT	Lori Brophy						

Charlestown PTO Committee List ~~2017-2018~~2020-21

<u>Board Officer/Event</u>	<u>Chairperson Volunteer</u>
President : Jenn Tshudy	
1st grade lunch	Elizabeth Stribrny
Fall Auction	Emily Stahl
Grand visitors Day	Cyndi Flemming/Jennifer Fiorenza
PTO Website	Laura AssayaLaMovie
<u>Night</u>	<u>Open Position</u>
Back to School Night	Jenn Tshudy
PTO Handbook	Jenn Tshudy
Lead Classroom Parent	Joanne Tidwell
Parent Social/Mini Auction	Open Position
Sunday Night Checklist	Jenn Tshudy
Spring Fair	Open Position/Open Position
1st Vice President: Michelle Clymer	
Field Day	Jenn Tshudy/Open Position
Liz Hounsel	
Class/Parent Coordinator	
CT Facebook Page	in discussion CFA/Bingo
<u>Night</u>	<u>Jenn Hall/Lynn AltemoseBulldog Dads</u>
Hospitality	Marjorie CurranSpiritwear
	<u>Open Position</u> Joanne Tidwell
Ice Cream Social	Open Position
5th Grade Yearbook	Open Position
2nd Vice President: Justine Schembra Megan Charlton	
4th Grade Bake Sale	Joanne Billman/Luiza MalOpen
<u>Position</u>	<u>Open Position</u> Jeannine-
5th Grade Farewell	Espenshade-
	Heather Dougherty
Cafeteria Volunteers	Sanjay Gandham
PTO Handbook	Liz Hounsell Board
Officer/Event	Chairperson Volunteer
Directory	Dana Melia
.	
Teacher Appreciation Lunch	Open Position
Teacher Appreciation Dinner	Open Position Holly Altemose
Volunteers	Liz Hounsell
Corresponding Secretary: Cindy Parthmer	
Field Day	Heather Dougherty
Halloween Trail	Brian Schlorff
Photo Day	Open Position

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_____ ~~Spirit Week~~/Spring Fair Week **Open**
Position ~~Joanne Tidwell~~
Welcome Committee for New Families Cindy Parthmer/**Open Position**
Science Fair **Open Position**
Staff Appreciation-Monthly Cindy Parthmer/**Open Position**

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Recording Secretary: ~~Heather Garcia~~ Whitney Kau
PTO Meeting Minutes Whitney Kau
CT Beautification ~~Heather Garcia~~ Jenn Tshudy
Staff Appreciation - Monthly Cindy Parthmer/**Open Position**

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~~Science Fair~~ ~~Open Position~~

Treasurer: ~~DJ Jackson~~ Melissa McAndrews

Assistant Treasurer: ~~Carla Kline~~ Erica Kowal

~~Boy Scout Liaison~~ ~~Open Position~~
 Girl Scout Liaison Joanne Tidwell
 Passive Fundraisers:
 Box Tops
 Erica Kowal
Elementary Connections Erica Kowal
Giant ~~Carla Kline~~
Elementary Connections ~~Carla Kline~~
Amazon Smile ~~Laura Assayag~~ School-
Store ~~Kelly Rothey~~
 Teacher Resource Money Erica Kowal
 Dine and Donate **Open Position**
 Shutterfly Erica Kowal
 Amazon Smile Erica Kowal ~~Carla Kline~~

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Technology & Social Media Director: ~~Courtney Grady~~
PTO Facebook Page Courtney Grady
PTO Instagram Page Courtney Grady
PTO Website Courtney Grady
 Bulldog Blast **Open Position**

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Charlestown Parent Teacher Organization

What the PTO organizes and funds throughout the school year

Fundraisers:

Parent Fundraising Auction--- (Every other year)

Every few years our major fundraising event for the school is the Auction. The evening will provide parents and friends of the school an opportunity to purchase fabulous live and silent auction items, while making a great contribution to our children's educational experience.

Online Directory – (compiled first weeks of the school year, referenced year round)

The online directory is your link to the other families at Charlestown. Data is collected via on--line entries. At Back to School Night everyone who purchases online access will be able to view the directory anytime, anywhere, on ANY internet connected device.

Spring Fair – (May, 2021)

The first Friday in May has Charlestown alive with music, games and prizes! Buy a chance for a terrific raffle prize, enjoy a delicious meal, and catch up with all of your CT friends. Many volunteers are needed for this event. The Chairpersons act as a liaison with the administrators and school staff. They manage the coordinators of the games and prizes, food, raffle, tickets, etc. It is the event that all of the children look forward to!

Passive Fundraisers:

Amazon Smile--- (year round)

Charlestown Elementary is a member of the Amazon Smile program. AmazonSmile is the same Amazon you know, with the same products, same prices and same service. Amazon will donate 0.5% of the price of your eligible AmazonSmile purchases to Charlestown Elementary PTO whenever you shop on AmazonSmile. Go to <http://smile.amazon.com/ch/23---2644948> and sign in with your Amazon account. Make sure to bookmark the web address so you are always supporting our school.

Box Tops – (year round)

Box Tops has gone digital! Buy, scan and earn rewards for your school. Look for the app in your phone app store.

Elementary Connections – (year round)

You will receive a small brochure from Elementary Connections a few times throughout the school year. The brochure will provide advertisements from local businesses that are geared toward children of elementary age. The PTO will receive a percentage of all advertisement fees.

Spirit Wearhouse

Charlestown Spirit Wear is available for purchase online from our spirit wear web site. Periodically, spirit wear can be purchased at PTO sponsored events.
(<https://charlestownspiritwear.com/>)

Committees:**Boy Scout/Girl Scout Liaison – (year round)**

A contact person for the Scouts for any Charlestown Elementary School activities.

CT Beautification--- (year round)

The Charlestown Courtyard was created in memory of a young Charlestown student who was tragically killed in an accident. Over the years, trees, bushes, a bench and birdfeeders have been added to the family's loving gift of a white statue of a little girl, in memory of Bernadette Faggioli. This committee will weed and plant as needed in the Courtyard, the school entrance, and at the Charlestown sign.

Chick-fil-A Bingo Night-- (October 2019)

The Bulldog Dads host a bingo night for the Charlestown School community. Chick-fil-A can be pre-ordered and then picked up prior to bingo night starting. Please plan to attend with your CT student(s) for a fun--filled night of dancing, bingo, soft pretzels, and prizes.

Field Day – (June)

Students and staff participate in various games throughout the day ending with a traditional tug---of---war, which is the highlight of the afternoon! The PTO provides a BBQ lunch where family members are invited to attend and dine with their child. Water is provided during the games and students receive a Popsicle afterward. Bring a blanket or lawn chair and cheer on our young athletes.

Halloween Parade – (October)

The GVHS Marching Band leads the costumed students in a parade. Classroom parties follow the parade and high school performance. Parents are welcome to attend the Halloween Parade.

Ice cream Social – (TBD)

Join us for the first official back to school activity of the year. Ice cream treats will be provided and we will have members of the PTO and neighboring community available to provide a variety of information. It's a great time to meet people at the school and reconnect with old friends.

Lead Parent Coordinator – (year round)

This is a wonderful way to get to know your child's teacher and classmates! You and another parent coordinator will work together sending emails to parents from the teacher and PTO, and plan parties for the holidays. It is a great way to get involved at Charlestown!

Monthly Teacher Appreciation---(yearround)

Dedicated parent volunteers provide and set up refreshments monthly for the teachers and staff at CT. Food items can be baked or store bought.

Movie Under the Stars – (September)

Pack your lawn chairs, blankets and cooler of snacks, and join the Charlestown community for an outdoor movie and an evening of socialization with old and new friends. During the first few weeks of school, the students will be voting for the movie.

New Families Committe – (year round)

Please help us in welcoming new families to Charlestown. Help to answer questions and familiarize them with Charlestown.

Online Directory – (see description under fundraisers)

Spirit Week – (April/May)

This is a celebration where our school spends 5 days building school spirit and unity amongst the students. It encompasses a little bit of screen free week and earth day, and at the same time our kids have the opportunity to show their school spirit. There are different activities the kids can participate in each day while they earn individual and classroom points. This week takes place the week leading up to the spring fair which is always the first Friday in May.

Staff Appreciation Dinner – (November)

During November conferences, the PTO arranges a catered Staff Appreciation Dinner. Just one of the ways we like to say "Thank you" to our staff.

4th Grade Bake Sale (Nov)

4th Grade parent volunteers will collect baked goods from the 4th grade families and conduct a bake sale while the elections take place at the school. All of the proceeds from this will go towards the 5th grade yearbook for the next year.

5th Grade Yearbook

5th Grade parents will create a yearbook for all of the 5th grade students compiled of photos and memories from their years at Charlestown.

Other Charlestown activities:**5th Grade Activities**

5th Graders get to participate in several fun opportunities before they say farewell to Charlestown. After winter break rehearsals begin for the annual musical production, followed by the April Students/Faculty floor hockey game. Their year ends with a long anticipated field trip to Washington DC and their farewell ceremony.

Awards Ceremony

Students are recognized for their achievements at this end of the year assembly.

Back to School Night – (Sept)

Open House begins at 7pm with an introduction from our Principal and PTO President. It is then followed by a visit to your child's classroom where the teacher presents his/her plans for the year. Two sessions are offered for your convenience.

Concerts

Each grade is highlighted in a choral concert once during the year. String and band performances are also scheduled.

Kindergarten Orientation – (TBD)

Future students visit a classroom, take a school bus ride and have a snack. Parents meet with the principal for a welcoming to our school and a Q/A session. Our guidance counselor is also available for any questions. Learn the importance of reading from our specialist and pointers on healthcare from our school nurse. The PTO president gives a brief overview of activities in which you may become involved.

Parent/Teacher Conferences – (November and March)

Fall conferences will be held during Thanksgiving Recess. Conferences will be available for every parent. Spring conferences will be in March. As always, parents may contact their child's teacher at anytime throughout the school year with questions or concerns.

Photo Day – (Fall and Spring)

Lifetouch photo company takes photos of the children. Purchase is optional.

Science Fair – Students in the 4th and 5th grade have the opportunity to participate in a Science Fair. Professionals in a variety of fields come to judge the projects and ribbons are awarded. Many students have gone on to the county science fair. A Great Valley teacher and volunteer parents assist the students.

Turkey Trot – (November)

Join the children for a run around the school property or bring a chair and sit back and watch. Our young runners are sure to impress. 3rd, 4th and 5th graders participate in the run while the entire school cheers them on.

Communication:

Bulldog Blast---(weekly)

The Bulldog Blast is a weekly newsletter that will be distributed electronically at the end of each week to all families. It includes information on activities and events occurring within the school.

Charlestown Elementary Facebook and Instagram Pages

The Charlestown Elementary Facebook Page is another way that our school attempts to communicate ongoing school activities to our families. If you are a Facebook user, please go LIKE us! (<https://www.facebook.com/charlestown.pto>) (<https://www.instagram.com/charlestownelementarypto/>)

Charlestown Website

The school website is a wonderful resource to find what's been happening and what is being planned at Charlestown and throughout the GV school district. It contains communication from the principal and office staff, the guidance counselor, news from teachers, PTO business and a calendar of coming events. Website submissions must be approved by the principal. Go to www.gvdsd.org and select Charlestown Elementary.

PKC Committee - (1x per month)

The Parent Key Communicator network is comprised of parent volunteers, District Community Relations Coordinator, the District Superintendent and a Board Member attends the meetings. The goal of the group is to increase two---way communication between the district office, the schools, and the parent community. The group also works to identify areas that need further clarification so that common understanding is possible, and builds bridges between schools by providing parents with a forum where connections can be made.

School Closings –You will receive a call from the Great Valley School District’s automated messenger to inform you of closings. You may also listen to KYW News Radio 1060 A.M. Great Valley is #855 in Chester County or visit the district website at www.gvsd.org

Charlestown Elementary PTO Bylaws

MISSION STATEMENT

To promote the welfare of the Charlestown Elementary Students by:

1. providing means to enhance the educational experiences of the students, and
2. providing channels of communication and cooperation between faculty, parents, guardians, and administration.

MEMBERSHIP

Any parent or guardian of a child attending Charlestown Elementary School or member of the Charlestown School Staff is considered a member of the PTO. Members shall receive the school directory upon payment of a nominal fee. Members shall be eligible to vote in all elections and shall be eligible to serve upon the Executive Boards. Committee Chairs shall be represented by volunteers from either the Membership or from the Executive Board.

EXECUTIVE BOARD OFFICERS

The officers of the Executive Board and their duties shall be as follows:

President---two year term

Manages all PTO business including Executive Board and General PTO meetings. Attends all District Council Meetings or appoints an alternative Executive Board officer to attend if unable.

First Vice President---two year term

Assists current President with duties. Attends administrative meetings with the President. Coordinates Back to School Night.

Second Vice President---two year term

Assists other Executive Board members with their duties.

Treasurer---two year term

Handles and accounts for all PTO funds. Responsible for filing of yearly tax returns, and working with accountants.

Assistant Treasurer---two year term

Assists Treasurer with duties and handles all special accounts. In the absence of the Treasurer at any school event, the Assistant Treasurer shall assume the role of Acting Treasurer.

Corresponding Secretary---two year term

Handles all correspondence related to the PTO business. Acts as parliamentarian at all PTO meetings to ensure adherence to Robert's Rules of Order.

Recording Secretary--- two year term

Records and distributes the minutes concerning all PTO meetings. Records the

minutes during all Executive Board Meetings.

Social Media and Technology Director – two year term

Handles set up and maintenance of social media platforms and other technology resources. Works with the Executive Board to evaluate and recommend changes to technologies used to enhance communications with parents and teachers.

ELECTION OF EXECUTIVE BOARD OFFICERS

A Nominating Committee shall submit nomination for officers. There shall be eight members on the Nomination Committee. The Executive Board shall appoint individuals to the Nominating Committee during the month of February. This committee shall consist of six individuals from the membership, where each of the six members represents a different grade level. In addition, there shall be two Executive Board Officers on the Nominating Committee, with an additional Executive Board member approved as an alternate.

The consent of each candidate for Executive Board office must be obtained before his/her name is placed in the nomination. Any member of the Nominating Committee may be eligible for the office, but shall recuse him/herself from any discussion concerning his/her candidacy for office.

BALLOTS

The Nominating Committee shall report the name of the candidates for each eligible Executive Board position. The names shall be announced at the April PTO meeting. In addition, the candidates shall be announced in the form of a ballot included in the school newsletter distributed during the last two weeks of April. Ballots shall also be available in the PTO files.

Procedure for the submission of the absentee ballots:

- member completes ballot
- member places completed ballot in the sealed envelope with member's name printed clearly on the outside
- member returns sealed envelope to the PTO ballot box located in the school office.

Any ballot returned without identification shall be discarded. Absentee ballots shall remain sealed until counted at the end of the May PTO meeting.

ELECTION

Members shall vote at the May PTO meeting. Ballots shall be distributed at the beginning of the meeting. A designated member of the Nominating Committee shall be appointed teller to collect and count the ballots at the end of the meeting. The teller shall ensure that no member has previously submitted a vote or voted more than once. After the ballots are counted, the teller shall record the votes and the results entered in the minutes of the meeting.

TERM OF OFFICE

Officers’ terms shall begin on Aug. 1 of the year elected and expire on July 31 of the year in which their term ends. Officers shall serve at least one year and no more than two consecutive years in the same office. If, at the end of the officer’s two year term, there should be no successor to such office, the officer then serving will be permitted to extend the term for an additional one---year period. No individual shall serve on the Executive Board for more than four consecutive years. An individual can be re---elected to an office on the Executive Board after at least a one year absence.

MEETINGS

There will be four general PTO meetings held during the school year, and at other times when deemed necessary by the President. Board members will continue to meet monthly.

FUNDS

The Treasurer, with guidance from the Executive Board, shall maintain accounts for the purpose of funding the PTO’s goals and objectives. Majority Executive Board approval is necessary for any expenditure that exceeds the amount in the line item budget by greater than \$100.00. Majority Executive Board approval is also necessary for any purchase greater than \$100.00 not already included in the budget. Any distribution greater than \$1,200.00 shall require membership approval. Any distribution greater than \$2,500.00 shall require School Board approval.

AMENDMENTS TO THE BYLAWS

Any proposed amendment to the bylaws shall be submitted in writing at the general meeting one month prior to a meeting at which a vote shall be held on the amendment. The bylaws shall be amended by a two---thirds vote of the membership present at that general meeting. Additionally, bylaws can be amended at the discretion of the Board with unanimous consent of the Board.

